

207

PART II.—*Bombay Acts.*

1	2	3	4
Number and year.	Title or short title.	Extent of application.	Modifications.
I of 1865	.. Bombay Survey and Settlement Act.	The preamble and sections 1 to 49 (both inclusive).	For "Governor in Council" read "Resident in Mysore."
IV of 1868	.. Act for City Surveys and Amendment of Bombay Survey and Settlement Act, 1868.	The whole Act.

PART III.—*Bengal Act.*

1	2	3	4
Number and year.	Title or short title.	Extent of application.	Modifications.
I of 1869	.. For the prevention of cruelty to animals.	The preamble and sections 1 to 5 (both inclusive) and 7.	In section 7, for "Calcutta" read "the Civil and Military Station of Bangalore."

C. GRANT,
Secretary to the Govt. of India.

JUDICIAL DEPARTMENT.

IN THE CHIEF COURT OF MYSORE.

Civil Side.

Rule of Practice No. 49, dated 22nd August 1883.

The Acting Chief Judge directs that the following alteration be made in Rule of Practice No. 49, dated 25th July 1878:—

For the words "as soon as decree has passed" in para 2 of the Rule, read "three months after the case is closed."

By Order of the Court,

S. HAMAJEE ROW,
Registrar.

GENERAL DEPARTMENT.

REVISED RULES FOR THE SUPPLY OF STATIONERY AND FORMS.

The 29th August 1883.

With a view to enforce further economy in the use of stationery in the Public Offices and Departments of this Government, the Comptroller, by desire of the Dewan, has the honor to request the attention of Public Officers of all grades to the existing rules. They are contained in General Circular

No. 8277-9—151, dated 16th November 1876, issued under authority of the late Government, and the points to which special attention is now desired are the following :—

I. It is observed that much needless expense is still incurred by the unauthorized use of the more costly descriptions of paper where the cheaper kinds both in quality and size are suitable. Heads of Offices are therefore requested to see that the injunctions on this head are *strictly* adhered to, namely :—

(a). Drafts of letters, dockets, memorandums, &c; depositions of witnesses and parties in any Court including the Judge's notes of evidence and the like.	To be written on French Foolscap.
(b). Judgments, decrees and other proceedings of a Court.	Machine-made Foolscap.
(c). Figured statements.	Office copies to be prepared as a rule on French Foolscap larger statements on country cartridge or Badami paper.
(d). Fair copies of the above.	On Machine-made Foolscap or on Printing Paper according to size.
(e). Office covers and envelopes.	For ordinary packets "Badami" Paper, for heavy packets country cartridge; envelopes for notes or chits to be made up in French Foolscap in all District Offices. Europe envelopes will be supplied to the chief offices only.
(f). Blank books and Record registers.	These are made up of Machine-made or Printing Paper of sizes and no other should be asked for. At the same time Heads of Offices should carefully avoid indenting for a larger <i>number</i> of blank books than is absolutely necessary, stating the purposes for which they are required in all cases.
(g). Royal, Medium, Demy and Hand-made Foolscap.	These expensive kinds of paper are rarely needed and will not be issued except on special grounds which should be fully stated in the indent.

II. With the view of simplifying the preparation of indents, both for stationery and for printed forms, Heads of Offices are requested to observe the following rules :—

The annual estimates for stationery prescribed in para X of the Rules of 17th November 1876 are no longer necessary; but in cases where an officer anticipates that he will require an unusual quantity of paper or other articles of a special description, he must give at least 3 months' notice to the Stationery Department, stating the purpose with other necessary particulars.

Indents for Stationery.

An Annual Indent for stationery for each ensuing official year will be prepared as at present by every officer and submitted *in duplicate* within the first 15 days of January every year through the Head of his Department, showing—

- (1). Actual consumption during 12 months ending 31st December.
- (2). Stock in hand on 31st December.
- (3). Supplied for the current official year 188
- (4). Required for ensuing official year 188
- (5). Passed by the Head of Department.

To the above will be added columns for showing the quantities admissible as per scale and rule and those actually supplied by the Stationery Depôt (see revised form of Indent annexed, No. I).

In framing indents to be submitted in January 1884, care should be taken to base the estimate of requirements not upon the consumption of the previous year but upon what will probably be required for use in strict accordance with the rules.

The Head of each Department, after examining and revising these stationery indents by comparing those of kindred offices and with due regard to the requirements of each, will countersign and forward them in original to the Comptroller in the Stationery Department, together with a consolidated statement

which should reach the Stationery Depôt not later than 15th February exhibiting the demands of each office as passed by the Head of the Department (see revised form of Consolidated Indent annexed, No. II.)

III.

Printed Forms.

- (a) Annual Indents for printed forms will be prepared in the revised form annexed, No. III showing the consumption, stock in hand, &c., as in the case of stationery indents. They will be submitted in *duplicate* to Heads of Departments during the first 15 days of January in each year accompanied by specimens carefully numbered. (The number once given to a form must not be altered as it is by this number that it is known in the Stationery Depôt and the Government Press). Heads of Departments after examining and revising the Indents will enter the quantity passed by them, countersign and forward the indents (original and duplicate) to the Stationery Depôt accompanied by the samples so as to reach this office not later than 15th February.
- (b) The description of paper proposed for the forms will also be noted against each by the Indenting Officer and eventually determined by the Stationery and Printing Departments in communication when necessary with the Heads of Offices as heretofore. Ordinarily, Badami or French Foolscap will be used, and Printing Paper will be used only when the forms cannot be printed on cheaper paper. If in any case forms on other paper are required, the Indenting Officer must specify his reasons fully in his indent.
- (c) In framing indents for forms, Heads of Offices are requested to exercise due care so as to obviate asking for a larger number than may be reasonably necessary.
- (d) The forms now in use should also be revised by Heads of Offices and Departments as it is believed that some may have become useless or superfluous and others may be found on enquiry to require alteration.

In order to secure the full co-operation of the various Departmental Heads and to point out the cost of the different kinds of paper now used, a table showing the comparative value of each kind is subjoined.

Such of the Rules contained in the late Chief Commissioner's Circular of 16th November 1876 as are not affected by the foregoing Revised Rules will be still in force.

By Order,

II. HUDSON,

Comptroller, Stationery Dept.

Descriptions of Paper, with relative Values.

Foolscap, Hand-made	..	Rs. 16	
Do (Blue, Machine-made)	6
Do Draft	4
Do Printing	3
Do French	2
Royal (writing) 18 ¹ / ₂ " x 23 ¹ / ₂ "	27
Medium (do) 17" x 21"	21
Demy (do) 15" x 19"	15
Royal Printing 20" x 25"	9
			Printing Medium 18 ¹ / ₂ " x 23 ¹ / ₂ " Rs. 6.
			Printing Demy 17 ¹ / ₂ " x 22 ¹ / ₂ " " 4.
			Badami 26" x 40" " 5—8.

REVENUE SURVEY AND SETTLEMENT DEPT.**NOTIFICATION.**

No. 387.

The 27th August 1883.

Mr. W. E. A. James, Assistant Superintendent, Mysore Revenue Survey, returned to duty on the forenoon of the 17th July 1883, from furlough as originally granted by the Government of Mysore and further extended by Her Majesty's Secretary of State for India's order published under the Dewan's Notification No. 25, dated 22nd January last.

J. P. GRANT,
Supt., Mysore Revenue Survey.